

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL</p>	ISSUED 7/1/03	REVISED 2/12	CHAPTER 3	SECTION 3.1
CHAPTER Chapter 3. Applying to the Program	SUBJECT Completing a New Application			

An application for participation in the Child and Adult Care Food Program (CACFP) must be submitted to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) when first applying for Program participation. The forms to be submitted are dependent upon the type of organization (public or private non-profit organization or for-profit organization) applying to the Program and are available to print off at:

http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/after_school.php#How_to_Apply.

An independent organization (single facility) enters into a contract with the MDHSS to assume final administrative and financial responsibility for Program operations. A sponsoring organization is entirely responsible for the administration of the food program in two or more at-risk after school centers or any combination of two or more CACFP centers.

Complete and submit the following Forms:

- Application/Center Information (CACFP-2)
- Budget (CACFP-209)
- Direct Deposit (required) Vendor Input/ACH-EFT App (MO 300-1498)¹
- Two weeks of menus for each meal (snack and/or supper meals) served¹
- Network User Access Request form (MO 580-1854E)
- Statement of Affiliation form (CACFP-208).

Sponsoring organizations (two or more centers) must also complete and submit:

- Application and Management Plan (CACFP-1)
- Application for Participation for Facility (CACFP-2) for each at-risk after school (center or site) Program under the sponsoring organization's jurisdiction.

Submit with the application:

- Non-profit organizations - Federal IRS tax exemption (501c3) letter¹
- For-profit organizations - Copy of Title XX contract with the Missouri Department of Social Services, Family Services Division (FSD)
- Food service management company contract or school food authority agreement (catered food service only)
- Copy of current Child Care license (if applicable)
- Signed Memorandum of Understanding (MOA) from the E-Verify federal work authorization program
- A copy of Fire and Safety inspections for each program (not applicable if on school grounds).

¹Submit only if first time applying to the CACFP.

Application and Management Plan for Participation in the Child and Adult Care Food Program (CACFP-1)

This must be completed by any organization sponsoring responsible for two or more At-Risk or combination of CACFP centers. Attachments required are: List of board of directors (including required date of birth) and minutes of last board meeting (non profit organizations only), annual training schedule, organization policy on outside employment, job descriptions of key staff positions, and copy of organization monitoring tool/workbook.

Application for Participation for Facility (CACFP-2)

Applications for participation shall be completed for each organization applying for participation.

Direct Deposit Form - Vendor Input Form Vendor Input/ACH-EFT App (MO 300-1498)

This form is required for new applicants and to change direct deposits. Each institution must have a completed Missouri State vendor form in order to receive payment from MDHSS. This form requires the organization's Federal Tax ID number. The CACFP contract will not be issued until this form is on file and the Office of Administration verifies the Federal Tax ID number.

Budget (CACFP-209)

The organization shall complete this form listing any expenses associated with providing food services to participants. This form must show actual or estimated costs and is a required part of the application (new applications and every three years thereafter). This form does not apply to Unaffiliated sponsoring organization contractors.

Two Weeks of Menus

When applying for the first time, the organization must submit two weeks of menus for each supper and/or snack served and claimed for reimbursement. The menus should be in compliance with the CACFP menu requirements. A sponsoring organization must submit menus for each at-risk after school program and/or other center(s) under their sponsorship *when different meals are provided at each facility*.

Tax Exempt Letter for Non-Profit After School Programs – IRS form 501c3

Submit the Federal IRS determination letter for each non-profit facility. A state exemption letter will not be adequate. Sponsoring organizations must submit a Federal IRS tax-exempt letter for each non-profit program under their sponsorship.

Title XX Verification

For each for-profit organization, attach a copy of the contract with the Family Services Division for Title XX services, an enrollment roster, and a copy of the DFS vendor invoice for the month prior to the date of application. This is required to verify 25% enrollment of free or reduced eligible participants in the regular child care. In lieu of submitting a Title XX contract or roster, a for-profit center may submit an enrollment roster with all eligible low-income children (children whose household incomes are less than or equal to 185% of federal poverty) identified or marked on the roster.

Annual renewal updates

Annual renewal updates (affiliated contractors) will be completed on the CACFP web-base system at: <https://dhssweb04.dhss.mo.gov/cnp/frameManager.asp>.

¹Submit only if first time applying to the CACFP.

The institution is responsible for reviewing and updating the online Sponsor Information Sheet and the Center Information Sheet and keeping the information current and up-to-date. The budget must be updated every three years. Sponsoring organizations will also complete a management plan and budget each year.

All CACFP forms are available on the MDHSS website at: www.dhss.mo.gov/cacfp/.

¹ Submit only if first time applying to the CACFP